



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 800.2, *Foreign Travel* dated August 12, 2008.

**SUMMARY OF CHANGES:** Section 5, responsibilities were revised throughout; Section 5B(2) extends the time requirement for awareness and compliance with the provisions of this directive; and Section 7C(1) extends the time requirement for submittal of country clearance forms prior to travel.

1. **PURPOSE:** This directive provides TSA policy and procedures for approval of official foreign travel.
2. **SCOPE:** This directive applies to all TSA employees and contractors traveling to any foreign country as part of their official duties.
3. **AUTHORITIES:**
  - A. The Aviation and Transportation Security Act. Pub. L. 107-71 (ATSA)
  - B. [TSA MD 1000.6, Temporary Duty Travel](#)
  - C. [TSA MD 1000.8, Payment of Official Travel Expenses by Non-Federal Sources](#)
  - D. [TSA MD 1700.2, Public Speaking Opportunities](#)
  - E. [TSA MD 2800.5, Internal Security Reporting: Foreign Contact and Travel](#)
4. **DEFINITIONS:**
  - A. TSA Organizational Element: TSA office to which the traveler is assigned (e.g., Office of Security Operations).
  - B. Official Routine Foreign Travel: Visits to foreign locations that are the primary, core competency of a person's position – specifically, those conducted by employees in positions of responsibility that routinely require interaction with foreign officials, such as TSA Office of Global Strategies (OGS) Representatives, Aviation Security Inspectors with international responsibilities, International Industry Representatives, Federal Air Marshals (FAMs) and Principal Security Inspectors.
  - C. Official Non-Routine Foreign Travel: Visits to foreign locations that involve unique or non-recurring discussions including, but not limited to, meetings, or conferences with foreign government or industry officials.
  - D. Traveler: A TSA employee or contractor who is seeking approval for travel to a foreign country.

## 5. RESPONSIBILITIES:

- A. The Deputy Assistant Secretary (DASEC) is responsible for approving all official non-routine foreign travel.
- B. Assistant Administrators (AAs) and equivalents, or their designees, are responsible for:
  - (1) Recommending approval of official non-routine foreign travel of their subordinates to the DASEC.
  - (2) Ensuring that organizational elements, TSA employees, and TSA contractors:
    - (a) Are made aware of and comply with the provisions of this directive no fewer than thirty (30) days prior to traveling to a foreign country; and
    - (b) Comply with the security reporting requirements, as necessary, within TSA MD 2800.5 once foreign travel has been approved by the appropriate entities.
- C. Supervisors, or their designees, are responsible for:
  - (1) Ensuring that employees and contractors under their supervision or oversight comply with all policies and procedures outlined in this directive.
  - (2) Ensuring that employees and contractors under their supervision or oversight obtain approval on [TSA Form 800, Foreign Travel Request](#), for foreign travel in the timeframes outlined in this directive.
  - (3) Notifying the Assistant Administrator for OGS (AA/OGS) of any official foreign travel being conducted by his/her staff or contractors.
  - (4) Ensuring proper coordination by their office with the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) to ensure that traveler has a valid official passport and proper visas have been obtained.  
  
**NOTE:** Many countries require passports to have at least six (6) months' validity in order to obtain a visa.
  - (5) Ensuring proper coordination with OGS to obtain the appropriate country clearance from the destination U.S. Embassy or Consulate using procedures established in section 7 outlined in this directive.
- D. OGS is responsible for:
  - (1) Approving, facilitating, coordinating, and tracking all official non-routine foreign travel conducted by TSA employees and TSA contractors.

- (2) Informing the DASEC of official non-routine foreign travel by TSA employees and TSA contractors by monthly report.
- (3) Collaborating with Office of Strategic Communications and Public Affairs (SCPA) on presentations in accordance with TSA speakers request requirements.
- E. Office of Intelligence (INT) is responsible for providing an Intelligence/Threat briefing upon request by TSA employees who travel to international locations.
- F. OLE/FAMS is responsible for:
  - (1) Maintaining ongoing liaison with TSA program offices to facilitate official foreign travel.
  - (2) Assisting with the submission and processing of required Official and Diplomatic passports and visa applications through the designated OLE/FAMS [Passport and Visa Points-of-Contact \(POC\)](#).
  - (3) Ensuring that standardized training and supplemental awareness materials on Operations Security (OPSEC) and Counterintelligence (CI) are made accessible to all TSA employees and contractors who travel to foreign destinations in accordance with TSA MD 2800.5.
- G. Office of Chief Counsel (OCC) is responsible for providing ethics clearance in the event that a no-cost invitation or request is made by foreign government or entity for speaking, presentations, or conference attendance. (See TSA MD 1000.8 for further guidance).
- H. SCPA is responsible for collaborating with the OGS to clear speeches and presentations to international groups for any potential or inadvertent references to Sensitive Security Information (SSI) and classified national security information equities in advance of the event.
- I. Employees are responsible for:
  - (1) Obtaining AA's or equivalents, or their designee's permission for official non-routine foreign travel prior to travel by completing and submitting TSA Form 800.
  - (2) Specifically indicating on TSA Form 800 if the travel is at the request of OGS.
  - (3) Complying with all requirements for approval of official foreign travel in this directive.
  - (4) Reviewing current travel warnings, public advisories and country information on the Department of State web site at <http://www.state.gov/>.
  - (5) Ensuring they have reviewed an OPSEC/CI briefing or other awareness materials prior to their departure.
  - (6) Contacting OI to receive an Intelligence/Threat briefing, especially when the destination is a designated DHS high-threat country. If the traveler works in a field location, contact the TSA-OI Field Intelligence Officer (FIO).

**NOTE:** All TSA employees are responsible for adhering to their office guidelines for official routine foreign travel including obtaining permission from their supervisor.

**6. POLICY:**

- A. All personnel traveling to foreign locations, whether official or non-official, routine or non-routine, shall comply with the security reporting requirements stated in TSA MD 2800.5, including making a request for necessary country or special security briefings from the appropriate TSA program offices.
- B. When conducting all official foreign travel, TSA employees shall obtain the prior permission of their supervisor.
- C. TSA employees are not permitted to perform official, non-routine foreign travel unless the travel is approved and documented in advance by their supervisor, their AA, the AA/OGS, and the DASEC on TSA Form 800.
- D. Due to the unique foreign and domestic law enforcement role of the FAMS, and responsibilities for maintaining daily interaction with numerous foreign police and law enforcement organizations, and for daily international travel, the Assistant Administrator for Law Enforcement/Director of Federal Air Marshal Service, with the concurrence of the DASEC, shall retain the authority to approve international travel for OLE/FAMS personnel.
- E. Invitations and requests from a foreign government or entity for speaking, presentations, or conference attendance shall be approved by OGS prior to acceptance. In the event that an invitation is extended at no cost to the government, ethics clearance must be obtained from OCC (See TSA MD 1000.8 for further guidance).
- F. Speeches and presentations to international groups must be submitted for review and cleared for any potential or inadvertent references to SSI and classified national security information equities in advance of the event and must be approved by the AA/OGS and the AA/SCPA. All employees are to comply with the requirements of TSA MD 1700.2.
- G. All TSA employees performing official routine or non-routine foreign travel shall use a valid official or diplomatic passport unless an exception is granted by country clearance approval.
- H. Permission to travel to foreign countries shall be facilitated in advance by OGS through issuance of a country clearance request and subsequent permission granted by the Ambassador or Consul General at the U.S. Embassy or Consulate in the countries visited. Employees will not be authorized to travel unless the U.S. Ambassador or Consul General grants permission to visit the country for the purpose stated in the country clearance cable.
- I. Official and diplomatic passports obtained for use while traveling on official TSA business shall be surrendered to the designated OLE/FAMS Passport and Visa POC prior to an employee or contractor separation from TSA or whenever the individual changes to a position that no longer requires international travel.

## 7. PROCEDURES:

- A. Employees will secure supervisor and AA approval for non-routine official foreign travel, and supervisors shall submit appropriate notices and documentation to the AA/OGS via TSA Form 800, indicating the event, date, location, and purpose of the proposed foreign travel. OGS will forward appropriate documentation to the Office of the Assistant Secretary for final approval, as appropriate.
- B. Travelers requiring passport or visa assistance should contact the designated Visa and Passport POC and ensure that they submit the appropriate documentation for an official passport at least two (2) months prior to the expected date of travel. For those situations in which a twenty (20) business day lead time is not possible for processing a visa, the submission of requests for visas for travel should be requested at the earliest opportunity.

**NOTE:** Travelers are advised that although every effort will be made to expedite processing, late notifications may necessitate cancellation of the proposed trip. Some countries require a visa when traveling on official business. OLE/FAMS will facilitate the visa process for the traveler when necessary. Due to the processing time required – as many as twenty (20) business days – visa requests must be submitted as early as possible.

- C. Offices will coordinate their travelers' country clearances by submitting [TSA Form 801A, Country Clearance Request](#) (CCR) and, as applicable, [TSA Form 801B, Country Clearance Request – Extended Itinerary](#) and [TSA Form 801C, Country Clearance Request – Multiple Travelers](#) to ensure country clearance has been granted. Offices will submit the completed form(s) to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov).

(1) The completed form(s) should be submitted at least thirty (30) days prior to travel.

(2) Commercial Contractors are not required to complete CCRs but are required to send an email to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov) indicating the date, purpose, and location of travel to be forwarded to the appropriate TSA POC at Post.

(3) All TSA Forms should be accompanied by a full itinerary.

**NOTE:** Travel may be denied if country clearance has not been granted and the traveler will be informed via email from [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov).

- D. Offices will submit draft speeches and presentations intended for the international groups to OGS for review and coordination purposes via email to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov) at least two (2) weeks in advance of the event.
- E. A copy of reports written as a result of official foreign travel will be submitted to OGS via email to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov) no later than 10 calendar days after completion of travel.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

*11/5/2010*

\_\_\_\_\_  
John Halinski, Assistant Administrator for  
Global Strategies

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: All TSA Employees and Contractors  
Point-of-Contact: OGS, [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov), 571.227.2764